



# Business Administration Scale (BAS) Program Reviews



For Levels 2-6, a BAS program review shall be conducted by a certified BAS assessor.

The *Business Administration Scale* (BAS) is used to gather information that measures the quality of administrative, management, and leadership practices in early childhood programs. The BAS helps a provider dig deeper into the following aspects of program administration:

- Qualifications/Professional Development
- Income and Benefits
- Work Environment
- Fiscal Management
- Recordkeeping
- Risk Management
- Provider-Family Relationships
- Family Support and Engagement
- Marketing and Community Relations
- Provider as Employer

## Better Beginnings and BAS Program Reviews

You will submit a Better Beginnings **Intent to Apply form** to let A-State Childhood Services know that you plan to apply for Better Beginnings. A BAS consultant will contact you to schedule your virtual or face-to-face BAS review. The review consists of:

- A tour of all spaces used by children, families, and staff
- An interview regarding all required BAS Items
- A review of the BAS Program Portfolio
- A review of Better Beginnings requirements: information shared with families (Levels 2 and 3), developmental screenings (Level 2), and children's portfolios (Level 3)

About three weeks after your BAS review you will receive a **BAS Summary Report** and **Program Review Checklist** via email. Upload these documents with your application to the ELS portal to document that the assessment was completed within the last 12 months and the required average score was achieved.

## BAS Requirements

Level 2: Participate in a BAS review, Items 2-10\*

Level 3: Score 4.0 or higher, Items 2-10\*

Level 4: Score 4.0 or higher, Items 1-10

Level 5: Score 5.0 or higher, Items 1-10

Level 6: Score 6.0 or higher, Items 1-10

\*Items 2 is scored but not included in the average score for Level 2 and 3 reviews.

To learn more about the BAS go to:

<https://mccormickcenter.nl.edu/services/program-evaluation/>